

#### Manage Day to Day Tasks

Create transparency and build trust within your team. Ensure that each member has what they need to do their job well and understands their **personal value** in the project's outcome.

#### **Automate Look-Ahead Emails**

Stop eating lunch at your desk. **Create balance** and refund yourself time. By eliminating redundant email chains and checklists you can focus on getting work done, faster.

#### **Update Notes in Real Time**

**Eliminate analysis paralysis** and overwhelm with centralized, searchable, up-to-date tracking information. No data mining necessary.

### **Apply Filters & Keyword Searches**

Long history tracking for short-term memory. Find focused, detailed project history in seconds. **Free-up brain space** and move the project forward.

#### **Customize Your Dashboard**

Grant yourself clarity and **peace of mind** by viewing high-level information at a glance.

# **INTRODUCING...** Manage Your Projects to Life.

We are project advocates on a mission to help teams accomplish more work in less time, and feel good doing it.

## **Key Features**

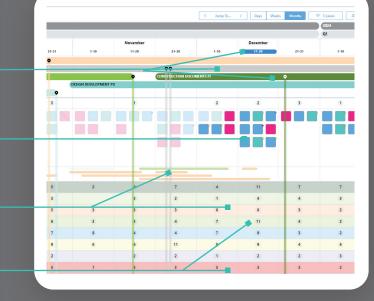
Effectively oversee your project in the present moment, grasping your current phase, today's status, upcoming milestones, and the individual contributions needed from team members to progress forward.

Different colors represent each type of action item (internal meeting, client meeting, SWAP meeting, or task), allowing \_you to quickly visualize your workload at a glance.

You can observe the time durations (start/stop) in relation to other action items and phases displayed on the grid. This enables you to monitor the progress of longer activities and understand their potential impact on day-to-day tasks.

The grid indicates areas where work is accumulating and where it's relatively light, categorized by each discipline and the project phase.





#### **Trusted by These Early Partners**



SWAP PM // Managing Projects to Life



Get a **bird's eye view** of your timeline and important milestones up to one full year at a time.



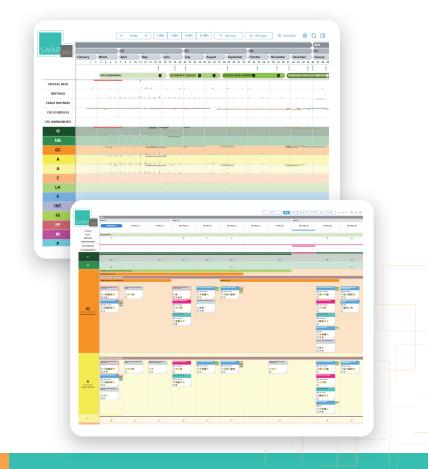
View your project schedule months or minutes down the road. **Identify roadblocks and potential problem areas early** so they don't slow you down in the moment.



Automate look-ahead emails and task lists, so each team member knows what's coming next.



Deliver your projects **on time and on budget.** With easy access to important project data in real-time, you'll never wonder where the time went.



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